HRBEN
BENEFITS ADMINISTRATION

Chapter 1 – Overview

CLASS DESCRIPTION

Course Title: Benefits Administration

Course Code: HRBEN

Duration: 2 Days

Hours: 14 Hours

Audience: Agency Employee Benefits Specialist

Prerequisites:

➢ Basic PC and Microsoft Windows skills
➢ BAASIS – Basic Navigation and AASIS Overview
➢ HRO – Human Resources Overview

The **Benefits Administration** course is intended to enable participants to enroll New Hires and Rehires, perform Employee Benefits Data Maintenance, process Benefit Participation, and Terminate Benefits.

Throughout this course, you will receive detailed lecture, demonstrations and practical exercises. By placing emphasis on hands-on participation, you will be equipped with the necessary skills that will enable you to execute transactions to meet the State of Arkansas's Basic Business Requirements.

COURSE OBJECTIVES

By the end of this course you will be able to:

➢ Define terms, concepts, and procedures
➢ Understand the main integration points between the Benefits Administration module, the Personnel Administration module, the Payroll Administration module and other HR components
➢ Perform *New Hire Enrollment*
➢ Perform *Benefit Enrollment for Rehired State Employees*
➢ Perform *Benefit Enrollment for Rehired Retirees*
➢ Maintain Employee Benefits data

COURSE OBJECTIVES, continued

By the end of this Course you will be able to:

➤ Create and Maintain Dependents
➤ Manage *Leave Without Pay* and the effects on Benefits
➤ Perform *HIPAA Enrollment*
➤ Perform *Enrollment Corrections*
➤ Perform *Anytime Changes*
➤ Perform *Miscellaneous Changes*
➤ Manage *Open Enrollment Participation*
➤ Perform *Family Status Changes* and *Benefit Enrollment*

COURSE OBJECTIVES, continued

By the end of this Course you will be able to:

➢ Manage *Federal Spending Account* eligibility, enrollment, and changes

➢ Manage *Leave of Absence* and the impact on Benefits

➢ Terminate an Employee's Participation in a Retirement plan based on Deferred Retirement Option Plan DROP

➢ Terminate Employee Benefits due to Retirement or Termination

➢ Execute various Reports for Benefits Administration and Benefits Participation

CERTIFICATION

*An optional **Skill Assessment Test** will be offered upon completion of this course. Those meeting the minimum requirements will receive a Certificate of AASIS Skill Achievement.*

To receive your Certificate, you will be required to:

1. Complete a True or False Comprehensive test
2. Enroll an employee into a Retirement Plan
3. Enroll an employee into a Health and Basic Life Plan.
4. Manually Terminate an employee's Benefits
5. Print an employee's Confirmation Letter

Good Luck!

-AASIS Support Center
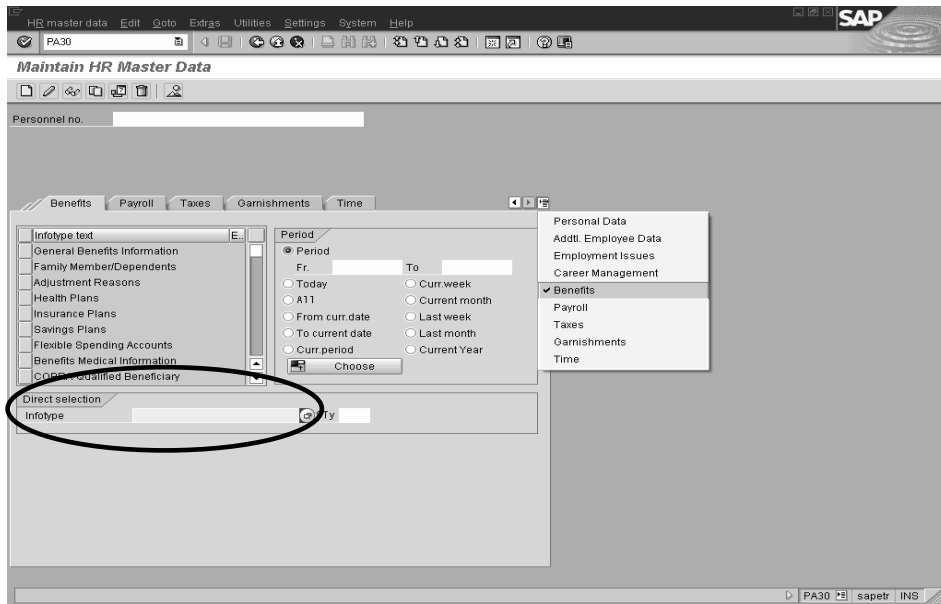
HR Master Data

Master Data:

AASIS uses *Master Data* to organize and store information. Master data is related information that forms the basis of all system processing. In the HR component, *Master Data* is an area where employee information is stored and maintained.

Recording employee data for Administrative, Time Recording, Benefits, and Payroll purposes is the primary function of Master Data Administration.

Some of the Benefits Master Data that you will enter for employees will be dependent information and personal care physician (if the plan requires a PCP).

General Benefits Infotypes

Infotypes :

To access Benefits Infotypes, you need to access transaction PA30/Maintain Master Data. Infotypes are used to update employee HR Master Data. Master Data is maintained through various entry screens called **Information Types** or **Infotypes.** They are used to store employee data for specific periods.

Each Benefits related Infotype will be introduced in more detail in the appropriate chapter of this course.

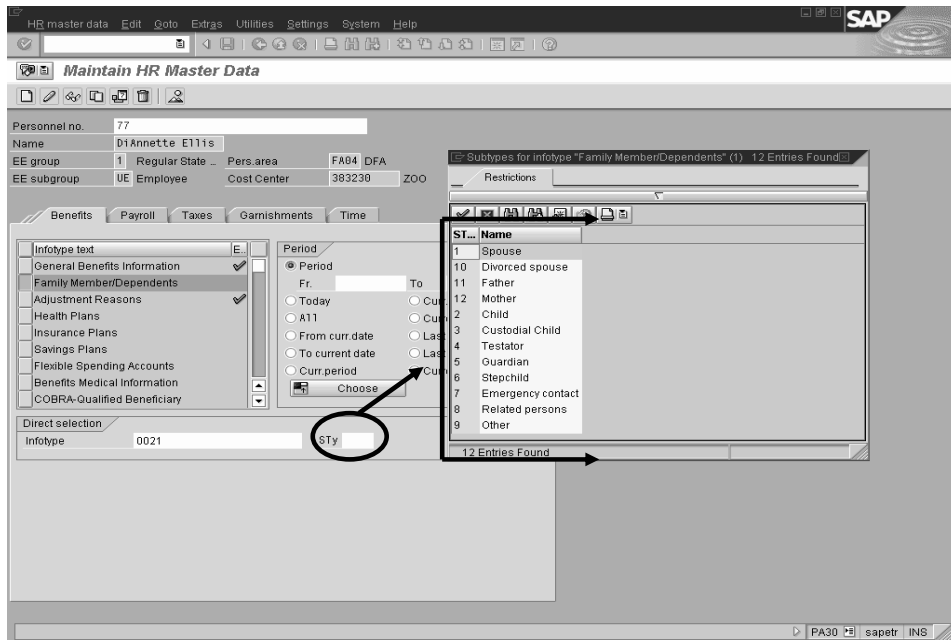# Benefits Infotype Tab
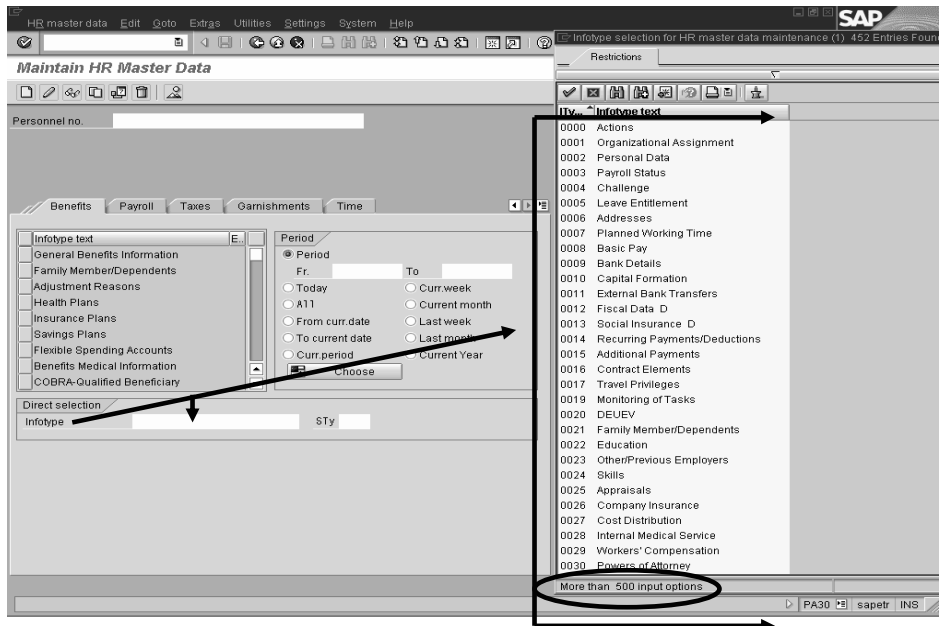
Infotypes: (continued)

Infotypes are identified through a four-character numerical string.

❖ For example:

> **Family Related Person (0021) -** Infotype stores spouse and dependent
> information, such as, first name, last name, Social Security number,
> birth date, student status, disability indicator, smoker indicator, etc**.**

Subtypes

Subtypes:

Some infotypes cover broad groups of information. AASIS further defines (or breaks down) relevant information to an infotype into "Sub-types" of data.

❖ For example; the *Family Related Persons (0021)* infotype has multiple sub-types such as *Spouse (1), and Child (2),* and so on.

Wage Types Used in Benefits

2001	Qualchoice Empl. pre-tax
2003	Qualchoice HMO EE pre-tax
2004	Health Adv HMO G&F EE pre-tax
2005	Health Adv POS G&F EE pre-tax
2006	Qualchoice POS G&F EE pre-tax
2007	BC & BS PPO G&F EE pre-tax
2012	Health Adv HMO EE pre-tax
2013	Health Adv EE pre-tax
2015	BC/BS PPO EE pre-tax
2022	USABLE Opt Life EE pre-tax

Wage Types:

Benefits Wage Types are an integration point between Benefits and Payroll. There is a separate Wage Type for each deduction.

❖ *For example*, each POS and each HMO has its own Wage Type.

When a Benefits Specialist enrolls the employee in a Benefit Plan, the AASIS system automatically attaches a Wage Type.

Agency payroll personnel will maintain the Wage Types for Non-State Sponsored Recurring Payments/Deductions (Infotype 0014).

❖ *For example*, Cancer and Intensive Care Policies are handled by Payroll.

AASIS Driven Benefits Administration

- ➢ Eligibility certified in AASIS

- ➢ AASIS automatically starts deduction upon successful Enrollment

- ➢ Electronic Interface With Vendors (Health, Life, Cafeteria, Deferred Comp. and Retirement Plans)

- ➢ Eligibility

- ➢ All Benefits Related Master Data (name, address, d.o.b., dependent information, etc.)

- ➢ Employee and Employer contribution

Health and Life vendors receive an interface from AASIS every night for all additions, deletions, and changes made to an employees Health and/or Life Plan.

Additionally, Health and Life vendors receive an interface from AASIS once a month with all employees benefits related master data except their Primary Care Physician (PCP) information. The Agency Benefits Specialist MUST enter the PCP at the time of enrollment because the system will only send the PCP data to the vendor on the initial enrollment. The Health vendor cannot send the employee their member card without the PCP data.

Date Recalculation Program is automatically run nightly to ensure that premiums are deducted appropriately, with the exception of when payroll runs. We will discuss this in more detail in the following chapters.

Benefits

HR master data Edit Goto Extras Utilities Settings System Help

Maintain HR Master Data

Personnel no.	4
Name	Robin Smith
EE group	1 Regular State ...	Pers.area	FA04 DFA
EE subgroup	UE Employee	Cost Center	383225 SCI-FI

Benefits | Payroll | Taxes | Garnishments | Time

Infotype text	E.
General Benefits Information	✓
Family Member/Dependents	
Adjustment Reasons	✓
Health Plans	✓
Insurance Plans	✓
Savings Plans	✓
Flexible Spending Accounts	
Benefits Medical Information	
COBRA-Qualified Beneficiary	

Period
- ● Period Fr. ____ To ____
- ○ Today   ○ Curr.week
- ○ All   ○ Current month
- ○ From curr.date ○ Last week
- ○ To current date ○ Last month
- ○ Curr.period   ○ Current Year
- Choose

Direct selection
Infotype _____ STy ____

PA30 sapetr INS

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Benefits:

The *Benefits* component includes many activities which are instrumental to designing and maintaining Benefit Plans. These activities cover not only employees, but dependents as well. The following State sponsored benefit offerings are managed for all State of Arkansas participating agencies in AASIS:

•**Health** (Medical Plans)

•**Insurance** (Employee & Dependent Life)

•**Savings** (Deferred Compensation and Retirement Plans - Retirement Plans are referred to as Automatic Plans in AASIS)

•**Spending** (Cafeteria Plan - Medical and Dependent Care Spending Accounts)

The AASIS system automatically presents only those benefit plans for which the employee is eligible (HRBEN0001).

Once the employee's elections are documented, you can print a Confirmation Letter to send to the employee. The employee should verify that enrollment into the appropriate benefit program has been completed.

Also, the agency insurance representative must sign the enrollment form, make a copy for their records and send the original to EBD.

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Benefits Administration Integration with Organizational Assignment

All HR components of the AASIS system are integrated. Benefits Administration uses information from the following HR components:

> **Organizational Management** - The positions to which employees are assigned to are maintained in this component. The data attached to the position such as the Employee Group (EE), the Employee Subgroup (EE Subgroup), and the Work Contract field combines to create defaulted information in the General Benefits Information infotype (0171) and dictates the Benefits Plan for which the employee is eligible.

Note: When an employee's contract field is updated in the Organizational Assignment (Infotype 0001), the 2nd Program Grouping field in General Benefits (Infotype 0171) is automatically updated.

Also, the *start date* entered in the Organizational Assignment (Infotype 0001) will reflect the start date on the General Benefits (Infotype 0171) record.

Benefits Administration Integration with Personnel Administration


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Display Actions

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Pers.no.        33826                                                          ▲
Name        Andy Jolley                                                        ▼
EE group    1   Regular State Em... Personnel ar  HS01    Department of Human Services
EE subgroup  UE  Employee          SSN          123-65-8945
From        04/15/2002   to      12/31/9999   Chng 04/29/2002 DNJOLLEY

  Personnel action
  Action type          Hire                        🖆
  Reason for action    01   New Hire

  Status
  Customer-defined     No Concurrent Employment               🖆
  Employment           Active                                 🖆
  Special payment      Standard wage type                     🖆

  Organizational assignment
  Position             22076632   DOCUMENT EXAMINER II
  Personnel area       HS01   Department of Human Services
  Employee group       1      Regular State Empl.             ▲
  Employee subgroup    UE     Employee                        ▼
                                                    ▷ | MP000000 🖃 sapqas  INS
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Personnel Administration - When the *Hire,Rehire, or Re-employment of Retiree* action is completed, Benefits Eligibility is set up based on the Organizational Structure ties completed during the hiring process Other actions such as Leave Without Pay, Transfer, Retirement, and Termination directly impact Benefits. Upon completion of a Personnel Action, the Benefits Specialists identified as the Benefits Administrator on the Organizational Assignment (Infotype 0001) will receive notification through their SAP Inbox. The Inbox message will alert the Benefits Specialist that a specific employee's data has changed due to a personnel action. The Benefits Specialist then performs the applicable tasks.

Benefits Administration Integration with Payroll

Payroll - Benefits integration allows benefit-related deductions and contributions entered in Master Data to be processed during net Payroll processing. Employee contributions to benefit plans will be deducted, processed and remitted each time the Payroll is run. Benefits Deductions for State Sponsored Plans occur automatically once an Employee's Benefits Elections are entered in the AASIS system. Employer matching for Retirement Plans are processed and remitted each time the Payroll is run.

Benefits Administration Integration with Finance (FI)

FI Accounts Payable – Each Agency is currently required to pay $280 per budgeted position per month for Health and Life Insurance Benefits. The Office of Budget determines the number of budgeted positions per agency. The agency's Accounts Payable personnel should make monthly payments to EBD. These payments are made from General Ledger (GL) Account # 5010006000 which is the account for 03-Benefits Ins. Expense – Health Acc. & Life.

The screen shown above reflects an agency's GD20, which is a special ledger line item report. As shown, GL account #5010006000 reflects payment for 23 positions.

Benefits Administration Integration with **E**mployee **S**elf **S**ervice

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Current Functionality

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Benefits Administration is integrated with *Employee Self Service (ESS)*.

> *Employee Self Service (ESS)* - Employees who are setup to use ESS will be able to view their own information in the following areas:

> > ➢Benefits Selections

> > ➢Payroll Remuneration Statement

> > ➢Personnel Data

> > ➢Inquiry on Time and Leave Balances

Delimiting Records

Delimiting Records:

When an infotype is updated, the old data is not lost. Each Infotype record is stored with a specific validity period or effective dates. The validity period has a start and an end date. "Delimit" is the ending date. *For example,* when an employee has a HIPPA change, the previous Health plan record becomes "delimited" and the Health plan becomes the current record. **Note: An existing infotype should never be deleted.** The old record is not deleted it is delimited, or in other words, placed in history.

When you create a new record that must be unique (that is, only one record can exist in the system at any one time), the system delimits the existing record on the cutoff date and creates the new record.

Delimiting Records, continued

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 Infotype  Edit  Goto  Extras  System  Help                          SAP

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 List Health Plans

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 Personnel no     52285          Name          Betty B… Status      Active
 EE group      1    Regular State Em…  Personnel ar   FA01         DFA
 EE subgroup   U0   Hourly           SSN           888-77-5544
 🔁 Choose    01/01/1800 📅 to    12/31/9999       STy.

   │ Start date │ End date │ ype │ Text  │ Plan │ Text                │ Lo ▥
   │ 03/01/2003 │ 12/31/9999 │ EDI │ Medical │ HM… │ Health Advantage HMO │ ▲
   │ 02/01/2003 │ 02/28/2003 │ EDI │ Medical │ HM… │ Health Advantage HMO │ ▼
   │            │          │     │        │      │                     │
   │            │          │     │        │      │                     │
   │            │          │     │        │      │                     │
   │            │          │     │        │      │                     │
   │            │          │     │        │      │                     │
   │            │          │     │        │      │                     │  ▲
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Delimiting Records: continued

If AASIS ever returns a deletion message, recheck your entries. Continuing to process an entry for which the AASIS system has displayed a deletion warning can lead to the deletion of existing information. **Note: Deleted records will be audited through a report.**
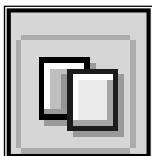
For employees enrolled in CorpHealth and/or Prescription Drug/Pharmacy, the system may reflect an 'End date' of 12/21/2002. This is due to a decision made be EBD, that agencies will no longer enroll in these plans because eligible employees automatically have this coverage.

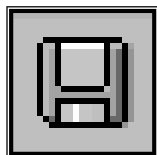# Maintaining Infotype - Buttons
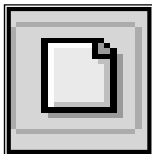
• **Create** new infotype record

• **Copy** new infotype by copying an existing record (note this copies over old information to the new record which can be changed)
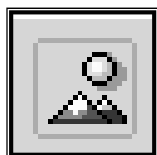
• **Change** existing infotype record (This should only be used for correction of data--not to create new records!)

Editing Infotype Data - Buttons

 • SAVE

 • OVERVIEW

Save

Click this icon/button to save all changes or newly created infotype record.

Overview

Click this icon/button to display a view of all the records of the specific infotype.

Questions and Answers